



Parent Handbook

2023-2024

Welcome!

It gives me great pleasure to welcome you to The Jungle Club, Ubud. The team welcomes your child and family into our vibrant learning community.

Our program is designed to aid in the development of the whole child – intellectually, physically, socially, and emotionally. Because each child is different in a variety of ways, our lessons are carefully organized to provide for the individual needs and stages of development.

We value the importance of the three-way relationship between parents, students, and teachers. This is essential to ensure your child enjoys an engaging and productive year. Please do not hesitate to contact your child's Teacher, Teacher Assistant, or School Manager with any questions or concerns that you may have.

The notes below contain important information about our program and what your child may need. It is designed to help make the transition a more natural, easy and a happy experience for both parents/guardians and children.

My door is always open. Reach out if you need me!
Kindly,

General Manager
The Jungle Club





Learning and Teaching Philosophy Statement

The Jungle Club is a place where children can have an incredible time exploring and learning. Which is all about fostering curiosity and creativity in kids.

In our jungle-themed environment, children have the opportunity to take charge of their own learning and are encouraged to participate in hands-on activities that allow them to engage with different materials, objects, and concepts. This hands-on approach helps them understand and learn about the world around them in a more meaningful way. The statements below underpin our practice.

Children are unique, curious, and creative individuals who are natural learners and rich in potential.

Children are unique individuals whose points of view need to be listened to and respected. Children are competent and capable individuals who can take responsibility for their learning. They have an innate desire to discover, learn, and make sense of the world. Children express their ideas, construct and demonstrate their understanding in multiple ways, including artistic expression, constructive play, imaginative play, and role play. They have the right to realize and expand their potential.

Children's play is an inquiry into the world around them. Play capitalizes on children's natural curiosity and exuberance.

Through play, children test and revise their ideas to make connections between previous and current experiences. They construct their own meaning and understanding of how the world works. Play enables children to develop a sense of autonomy and identity, as well as their ability to make informed decisions. Children become increasingly skilled at being group members, initiating and working together, asking questions and exploring possible worlds through imagination. Purposeful play requires time. Our schedule includes uninterrupted blocks of time during which we provide a balance between a classroom rich in child initiated play and playful focused learning.

Children learn through relationships with other people.

Children socially construct their knowledge and understanding of the world by interacting with other people and with the surrounding environment. They need opportunities to participate in collaborative

learning activities involving dialogue, conflict, and negotiation. A quality learning community involves effective partnerships between parents, teachers, and children. Connections with home and family are integral to learning in the early years.

Our learning environment actively supports physical, social, intellectual and emotional development.

We offer a learning environment that provides individuals with a sense of belonging, reinforces respect and empathy and promotes effective communication. Our children are encouraged to be active and take thoughtful risks, to recognize their own accomplishments, to take responsibility for their actions and to develop resilience and positive self-esteem.

Teachers and children can modify spaces to provoke and extend inquiry, or to respond to the needs of the learners. We provide a variety of human-made and natural resources that are readily available for the children to discover, explore, and construct meaning from. Environments are intentionally created to invite exploration, provoke curiosity, engage the senses and celebrate the children’s learning journey.

Teachers are facilitators of learning, researchers, collaborators and co-learners.

They recognize the reciprocal relationship of teaching and learning. Teachers support and encourage children on their learning journey. They provoke, co-investigate and challenge ideas through the use of open-ended questions and provocations of many kinds. Teachers acknowledge that making mistakes is part of the learning process. They maintain respect for the children’s own ideas and hypotheses.

Teachers observe children closely, listen to them carefully and give value to their theories, so that they understand the children’s thinking and make informed decisions about how to guide children in their learning. Teachers share and discuss documentation of the learning process with children and colleagues to identify the next steps in the learning process.



Helping Kids Succeed Through Different Learning Styles

Everyone has a preferred learning style that highlights how we best process, retain, and recall information. So, if a child has struggled with particular subjects or teachers in the past, it may have had more to do with the way the material was presented than the information itself.

There are **seven different learning styles** referenced in modern education. Children may prefer one or more when it comes to their educational experience. Most students have two they like.

1. Visual (Spatial) Learners

Visual learners process information best when it can be seen. These students typically learn best when thinking in pictures over words. From graphs and tables to maps and diagrams, these students like to “see” ideas, details, or instructions over simply having them said aloud.

While the students who prefer this learning style tend to have an easier time seeing the big picture, visual stimulation creates easy distractions.

If a child has a well-developed imagination or strong artistic talents, they might have a strength as a visual learner.

2. Auditory (Musical) Learners

Auditory learners have the most success when they are listening. Whether it be a lecture or sounding unknown-words aloud while reading by themselves, these students shine when they can process auditory information. On the other hand, auditory learners can become easily distracted by background noise.

If a child is musically minded or prefers audiobooks to flipping pages, the auditory learning style might just be their preference.

3. Kinesthetic (Physical) Learners

Kinesthetic learners find success with hands-on opportunities. This learning style is perfect for the doers and movers who prefer a more tactile experience over sitting still and listening quietly. From building models to conducting experiments, these learners enjoy having an active role in educational experiences. With that said, children who prefer kinesthetic opportunities tend to have difficulty sitting still for longer periods of time. **If a child often fidgets or is highly active, they may prefer a kinesthetic approach to their learning.**

4. Verbal (Linguistic) Learners

Verbal learners are all about words, both spoken and written. Verbal learners process information best when they are writing notes down, reading about the topic at hand, or talking through the material.

Children who prefer a verbal learning style might shy away from — or even struggle with — more number-based activities and interpreting abstract visuals like graphs.

If a child flourishes when it comes to reading and writing, they likely lean toward a verbal learning style.

5. Logical (Mathematical) Learner

Logical learners thrive when the material is supported by logical reasoning. These students process information best when it involves systems, order, or facts. While these learners often take an organized and methodical approach to information, they might struggle with more creative activities and big-picture ideas. **If a child finds enjoyment in logic puzzles and enjoys activities that involve reasoning and problem solving, they likely prefer a logical learning style.**

6. Social (Interpersonal) Learner

Social learners soar when other people are involved. They learn best when they can communicate with others and receive feedback on their ideas. From group projects to group discussions, students who prefer this learning style process information as they engage with people. On the other hand, social learners may lack confidence when it comes to individual activities.

If you would describe your child as a people-person or social butterfly, consider incorporating a social approach to the material when possible.

7. Solitary (Intrapersonal) Learner

Solitary learners prefer independent learning opportunities whenever possible. Children who prefer a solitary approach to learning function well when they have their own quiet space to engage with the material at hand. These students can struggle in noisier environments that require working closely with others.

If a child tends to keep to themselves and engages in self-reflection and self-regulation, they will likely lean toward a solitary learning style.

 1 Process information best that can be seen <ul style="list-style-type: none">• pictures over words• graphs, tables, maps• see images of ideas• image of details or instructions Visual (Spatial)	 2 Process information best that is heard <ul style="list-style-type: none">• lecture style teaching• sounding out words• reading aloud, audiobooks• can become easily distracted by sound Auditory (Musical)	 3 Finds success with hands-on opportunities <ul style="list-style-type: none">• does and movers, likes obstacle courses,• enjoys building models• conducts experiments, does artwork, crafts, projects• harder time sitting still Kinesthetic (Physical)	 4 All about words, spoken and written <ul style="list-style-type: none">• writing notes, outlines• reading about topic, researches• group discussions• word games like Scrabble, Boggle, or Hangman Verbal (Linguistic)
 5 Thrives on learning through logical reasoning <ul style="list-style-type: none">• likes steps or systems• enjoys facts, order, math• organized, methodical• think and plan before taking action Logical (Mathematical)	 6 Thrives around other people <ul style="list-style-type: none">• likes to communicate and receive feedback• group projects• group discussions and planning• social butterfly Social (Interpersonal)	 7 Prefers independence <ul style="list-style-type: none">• needs own quiet space• self-reflection, awareness of your moods, feelings• self-regulates, soothes self, owns tasks, time management aware• self-motivated to acquire mastery, not outside praise Solitary (Intrapersonal)	 7 Learning Styles

Mission, Values & Principles

The Jungle Club Mission

Inspiring life-long conservation by developing well-rounded children with a deep love of and comfort in nature.

The Jungle Club Values

1. Power of **COMMUNITY**

We encourage people to see themselves as part of a community of nature enthusiasts within the community of nature. The Jungle Club embraces Aldo Leopold's definition of community, which "*enlarges the boundaries of the community to include soils, waters, plants, and animals, or collectively the land.*" Children are continually encouraged to consider how their actions affect those around them, and to remember that they exist within a community.

2. **RESPECT** for All Life

We show respect for all living things by seeking to understand, by celebrating diverse viewpoints, and by acting with kindness and empathy. Children are taught to treat all living things with kindness. Conflict resolution involves voicing one's concerns, hearing the other's viewpoint and working together to find a solution.

3. Personal **EXPERIENCE**

There is no substitute for being IN nature. We maintain our lands for maximum biodiversity to provide unique personal experiences and education. Frequent experiences in nature are critical to the physical, emotional, intellectual, and spiritual health of all people. Children spend almost half their day outside, in all types of weather. Classroom learning is hands-on and tied to real experiences in nature whenever possible.

4. **STEWARDSHIP** of the Land

We recognize the interdependence of all living things and strive to maintain the web of life by preserving, restoring, and protecting our land. We embrace Aldo Leopold's Land Ethic: "*A thing is right when it tends to preserve the integrity, stability and beauty of the biotic community. It is wrong when it tends otherwise.*" Children are encouraged to notice the complexity and interconnection of life and to respect the land as a gift lent to us to explore respectfully.

5. Commitment to **SUSTAINABILITY**

We make choices that are environmentally responsible, economically viable, and socially equitable for the long-term stability of our organization, our region and the earth. Children and families are exposed to a variety of environmentally responsible practices to encourage sustainable choices in their own lives and homes.

The Jungle Club Principles

How We Behave

1. Provide a Welcoming Atmosphere

We provide the best possible experience for children by creating a welcoming atmosphere, maintaining a safe and natural environment, and respecting their point of view. The classroom is an open and welcoming environment where children and families feel encouraged to communicate and contribute.

2. Act with Integrity

We maintain the trust of members of the community by observing the highest ethical standards and being accountable to all constituencies for the achievement of our mission. Teachers and staff act with the highest integrity and always seek to maintain the dignity of the child.

3. Provide Diverse Experiences and Educational Programs

We immerse children in nature through a variety of individual and organized group activities. We engage them in frequent experiences in nature beginning at an early age. Children are exposed to a wide variety of experiences across all areas of the Center and community.

4. Empower Children to Share their Love and Knowledge of Nature

We foster an ethic of influence by providing opportunities for people to act on their conservation values through sharing with others, volunteer service, and financial contributions. Families are encouraged to volunteer and participate in our community activities outside of the school day.

5. Deliver Science-Based Interpretation

We teach children how to think, not what to think. We provide hands-on, science-based interpretive experiences and utilize the inquiry method in our teaching. Teachers and staff nurture children's observation and inquiry skills, supporting learners to discover patterns through their own experiences.

6. Collaborate

We seek opportunities to build relationships in order to strengthen our community. Internally, we embrace a spirit of teamwork and mutual support with staff, volunteers, members, and visitors. Externally, we seek to partner with other organizations that have common objectives. Teachers and staff work across departments to involve the wider Bali Family Hangout community of staff, volunteers and families in the school community. Field trips to local conservation organizations further expose children to ways they can support sustainability in their lives.

Gear for The Jungle Club

“What kind do I buy?”

“Do I need more than one?”

“Is this the right size?”

Oh, the stress of choosing the right clothing and accessories for your child’s first year! Especially when you know your child will be spending almost half the day, every day, outside in the tropical weather of Bali. To help you navigate the endless sea of school stuff, we present the collective.

What you Need

ALL ITEMS should be labeled with your child’s name, either in permanent marker or using name labels. Any items without labels will end up in the lost and found box.

Here is a list of the items that your child will need for the year:

Every Day Items

- Backpack big enough to hold a lunchbox (if not subscribing to our lunch menu), separate snack container, and water bottle - kids must be able to open and close all zippers and compartments by themselves
- Lunchbox or lunch bag big enough to contain all lunch items - ensure that your child can open and close all lunch containers
- Water bottle that kids can open and that is easy to shut (to prevent leaking)
- Bag of extra clothes that is kept at school - bag should include 2 pairs of underwear, 2 pairs of pants/shorts, 2 t-shirts/long-sleeve shirts, and bags in which to carry soiled clothes home. all items should be labeled as children often borrow clothing
- Sun hat, sunscreen - teachers can only apply sunscreen that belongs to your child and only with your express permission; apply sunscreen in the morning before school and leave a labelled container at school for use during the day - have your child practice putting sunscreen on themselves at home so they can reapply it at school
- a towel, swimming costume and arm bands must be bought on “swim days”.
- Walking trips take place a few times a week. If, on the morning of a scheduled trip, conditions are deemed unsafe (heavy rain, windy), teachers will cancel the trip and stay at the school.

Food at The Jungle Club

Figuring out the what, when, and how of meals and snacks at school is a daunting task. Here is a general timeline and some helpful information for how to nourish your child in the Kindergarten program.

Snacky Snack

The Jungle Club has a free snack program called “snacky snack.” Snackly Snack offers healthy food and fruits made on site and runs every weekday from 10:00 to 10:30 am.

If you do pack a snack for your child, it should be in a separate container from your child’s lunch; children can be confused about when to eat which items when lunches and snacks are packed together. Snacks should be healthy and light and should not contain any candy or junk food.

Lunch

Our onsite Cheeky Monkey restaurant provides an array of healthy lunch choices for the children to choose from. The children will be asked to choose from the in-house lunch menu during snack time. The food will be delivered to the classrooms accordingly. Subscription is needed in order for a child to make an order. Meals typically cost Rp35,000 per day.

The lunch period at The Jungle Club is from 12:00-12:30. Children eat lunch at tables in their classroom, and when they are finished (usually around 12:20), they go outside to play. Teachers watch the kids while eating and while out in the playground. Parents are welcome to take their children home/out for lunch, as long as they return by 12:50 to be counted as present for attendance.

After School

If you are picking up your child after school, it is a good idea to bring snacks to eat immediately after dismissal. Kids will often want to play in the playground with their friends, and so it might take longer to get home and get fed than anticipated. In addition, there are many reasons why kids might not have eaten their snack/lunch that day (distracted, ran out of time, didn’t like the food) and thus they might be very hungry by the end of the school day.

General Information

- Please inform teachers and administration before school starts if your child has specific food allergies or requirements.
- Food is not to be shared between students at school. This is for safety reasons, as many children have allergies or intolerances.
- The Jungle Club uses a model of “litterless” lunches and snacks. Everything sent into school with your child will be returned home with your child, including uneaten food, peels, wrappers, and containers. This is done for two reasons: - returning all items back home allows you to see what and how much your child ate at school; and - returning organic and conventional waste home reduces the amount of materials we have to process, thus cutting costs.
- No candy or junk food should be sent to school for your child’s snack or lunch. This rule is in place to help model good nutrition and prevent conflict among students over treats.

- Make sure food is easy to eat! Peel fruit/eggs and other items, and ensure that your child can open all containers. Kids often eat slowly; if they get delayed by peeling or preparing their food, they may run out of time to finish their food.
- Remember that kids are commonly eating morning snack outside. It can be windy or hot, so keep snacks simple and easy to eat.



Typical Day

Here is a general outline of what your child's day might look like in The Jungle Club, Ubud.

KINDERGARTEN - BORNEO CLASS SCHEDULE 4-7					
	Monday	Tuesday	Wednesday	Thursday	Friday
08:00-09:30	Arrival-Independent Play	Arrival-Independent Play	Arrival-Independent Play	Arrival-Independent Play	Arrival-Independent Play
09:30-10:15	Nature Walk	Thematic Morning Circle	Thematic Morning Circle	Thematic Morning Circle	Movie Time
10:15-10:30	Nature Art & Play	Phonics	Outdoor Play-Sports	Math	Nature Art
10:30-11:15	Snack Time-Picnic	Snack Time	Snack Time	Snack Time	Snack Time
11:15-12:00	Story Time	Traditional Art	Number Game	Reading	Problem Solving
12:00-13:00	Lunch Time	Lunch Time	Lunch Time	Lunch Time	Lunch Time
13:00-14:00	Guided PLAY	Guided PLAY	Guided PLAY	Guided PLAY	Swimming
14:00-15:00	Nature Talk	Cooking class	Science	Art & craft	Swimming

PLAYGROUP - SUMATERA CLASS SCHEDULE 2-4					
	Monday	Tuesday	Wednesday	Thursday	Friday
08:00-09:30	Arrival-Independent Play	Arrival-Independent Play	Arrival-Independent Play	Arrival-Independent Play	Arrival-Independent Play
09:30-10:15	Nature Walk/Gardening	Thematic Morning Circle	Thematic Morning Circle	Thematic Morning Circle	Movie Time
10:15-10:30	Nature Art & Play	Phonics	Outdoor Sports	Math	Nature Art
10:30-11:15	Snack Time-Picnic	Snack Time	Snack Time	Snack Time	Snack Time
11:15-12:00	Story Time	Traditional Art	Number Game/Worksheet	Reading	Problem Solving
12:00-13:00	Lunch Time	Lunch Time	Lunch Time	Lunch Time	Lunch Time
13:00-13:30	Guided PLAY	Guided PLAY	Guided PLAY	Guided PLAY	Swimming

Pick up

- Kids must be picked up from the playground at 1:30 for Sumatera Class and 3:00 for Borneo Class.
- Please make sure that the teacher or assistant makes verbal contact with you before leaving with your child.
- Children will only be released to authorized individuals listed on the enrollment form. If there is a change in who is picking up your child from school, you must inform the teacher or the main office before pickup. Written permission should be provided at drop-off if arrangements have been made to have someone else pick up a child.
- If there is an emergency and you are going to be late for pickup, please call us up as soon as possible.
- For pickups scheduled beyond the specified times, parents will be responsible for a nanny fee of 100,000 for the first hour and 100,000 for each subsequent hour.

Arrival & Dismissal

Children will be dropped off at the outside door between 8:30 and 8:50 AM. Parents will sign their children in before leaving. Families are encouraged to develop a goodbye routine to facilitate a quick and easy drop-off. Children will hang up their items, wash their hands, and begin their morning work.

If parents have messages for teachers, they are encouraged to write them down and have their child hand them to an adult upon arrival, or to communicate via phone or email before the school day begins.

Communication

The Jungle Club makes every effort to make information readily available to families; however, it is the family's responsibility to stay informed about what is happening in the school by maintaining good communication with teachers and staff.

Here is a list of the types of communication you can expect while your child is in The Jungle Club:

- **Weekly Class Whatsapp**

Weekly Whatsapps are sent out to Kindergarten families outlining what is happening in their child's class during the past week and what to prepare for in the upcoming week. Whatsapps will include information about upcoming events (walking trips, class activities) and general reminders (bring in extra socks, return borrowed books), so please make sure to read these messages every week.

- **The Jungle Club Whatsapps**

The administration regularly sends emails to the school community with information about events, items for purchase, fundraising, and volunteer opportunities. It covers key dates and important school information.

- **The Jungle Club Website**

The Jungle Club website is managed by Bali family Hangout. We regularly repost highlights and pictures of our activities and events.

Communicating Your Concerns

Your child's teacher is the first point of contact when communicating concerns, followed by the Manager.

Here is a general outline of the issues addressed by these individuals:

- **Classroom Teacher**

If you have any issues regarding your child's experience at school, please speak to your child's teacher. While face-to-face dialogue with parents is encouraged, be aware that teachers might not be able to speak to you in depth at drop-off and pickup, as they must give their attention to the students in the class. Whatsapp allows you to set up appointments to meet, clearly outline concerns, and track/share/escalate concerns if required.

- **School or General Manager**

If you would like more information or assistance, or if you have questions that go beyond the classroom, talk to the school GM. Contact us directly to set up an appointment to speak in person. The SM or GM can help with student registration, safety and security, budgets and fundraising, and special needs situations.

Working Together

Here is how we can work together to make sure that happens:

1. Make sure your children get a good night's sleep.

Ages 3-5 needs 10 to 12 hours of sleep, and ages 6-12 should get 9 to 12 hours of sleep.

What we can do: We follow the natural daily cycle by starting our mornings with a story to inspire the day, then take a big breath of play following that. A time to create follows the outbreath with an in breath and finally afternoon brings a time for internal growth and integration of what they have learned which happens right after pick-up.

2. Before bed and before school please refrain from letting your child use electronics.

Let your little ones dream their own dreams, not ones influenced by what they just watched. Also, before school they need to have fresh open minds, free from attaching the nature to their beloved cartoon characters. We realize how beloved these cartoon characters can become and realize this will integrate itself in your child's play, and that's ok!

What we can do: Nature is magical and we want to inspire your child's creative thinking. We tell stories with found objects, we speak about gnomes and fairies who live among the animals, and create wild and unrealistic creatures with clay or paint!

3. A healthy meal before bed and before school.

A belly is like a fire, so before class make sure you throw a slow burning log in there to keep their light shining bright the whole school day! Slow burning carbohydrates, proteins and healthy fats are a great way to start your child's day.

What we can do: The children are free to eat their snacks from home any time they choose during the school day. We do, however, have a designated time for them to pause and peacefully eat with their friends mid-way through the school day.

4. Be a role model.

Take your kids outside into nature regularly, to show them that this is a family value. Let your children name the plants and share with you what they have learned at school.

What we can do: At The Jungle Club we roll in the mud just the same! And we get just as deep in the fort being built, song singing and crafting. We understand that your child is watching us all the time and we strive to express that being messy and silly is okay!!

Rituals at The Jungle Club



Birthday Celebrations – Circle Around the Sun

At The Jungle Club, children’s birthdays are celebrated with a special ceremony called **“circle around the sun.”**

During this celebration, teachers tell a story from each year of a child’s life, and family pictures are shown to the students. The birthday child walks around a big paper sun one time for every year of their life, and then receives a little bag of “wishes” from other students. Parents/guardians are welcome to bring a healthy snack (fruit/veggies) in honour of the occasion. We ask that items like candy, cupcakes, and other sweets be reserved for celebrations at home. This celebration can take place any time around your child’s birthday that is convenient for you. Birthdays that fall on holidays or during the summer break can be celebrated at alternate times. You must arrange the date in advance with your child’s teacher. Celebrations generally take place right before dismissal.



Sit Spots

During walking trips, children are challenged to sit quietly for a moment and take in the world around them. They listen, look, smell and take in all that nature has to offer. This will help prepare them for moments of stillness and silence both in the class and in nature. You can practice this ritual with your child too! Be still in a natural environment and then ask your child what they saw, heard, or smelled.

Behaviour Guidelines



Our goal is to ensure The Jungle Club is a positive experience for all of our students. By providing a predictable, well-ordered environment, we seek to support children to develop independence and self-discipline to be respectful of each other and the community as a whole. We respect the right of each child to work in a carefully prepared, safe and nurturing classroom that encourages independence, concentration, cooperation and movement.

Our staff are trained to deal with mild to moderate **behaviour issues** as they arise. If your child is severely misbehaving or is endangering themselves, another student or the staff, a phone call home will be made and a solution oriented discussion will be scheduled with the caregiver(s) to discuss how to best manage the behaviour to maintain a safe learning environment. Following this phone meeting if there are ongoing behaviour issues that compromise safety, an in person meeting will be scheduled with the caregiver(s). If following this meeting improvements are not made, the child will be removed from school. This will only occur in extreme circumstances and no refund will be issued. Please inform staff ahead of time if your child has any **special needs** or considerations so that we can make your child's school experience a positive one.

Behaviour Principles

No Violence, Respect all life, Respect diversity, Respect all people, Respect the learning environment, Use things with care, Enjoy learning, Help others learn, Be prepared.

Conflict Resolution between Children

Each day, students will participate in teacher-led and student-led activities and also have time for free play. Sometimes children will have interactions between them that are challenging for both the children involved and for the adults around them. If conflict resolution is necessary, a teacher may intervene and assist the children in resolving their conflict. Discipline methods used by facilitators and volunteers will focus on gentle discipline.

Teachers will make every effort to do the following when challenging interactions occur:

- Be proactive. Take note of the social interactions between the children
- Be physically close to a child or children if concerned about a social or safety situation
- Remind the children to use gentle (kind, respectful) words when asking for what they need
- Remind the children that hands are for working and playing, not hitting
- Redirect the children to different activities or have them chat with an adult who will help them calm down
- When the children are calm, discuss the situation with the children involved. Encourage discussion of any differences so that the children can work on communicating their needs to each other and understanding the needs of another
- Acknowledge children's feelings and encourage them to express their feelings about a situation (i.e. "I felt sad when..."), help them to identify and name feelings if needed
- Encourage the children to consider alternative actions that they could take in the future

Behavior Expectations and Accommodations

We recognize that students come from a variety of backgrounds and all have different needs. Our ability to make accommodations to our behavioral expectations is based on whether those accommodations allow us to meet the above priorities. Depending on our ability to make accommodations within that framework, The Jungle Club may decide that the student's interests will be served better in a learning environment different from the one The Jungle Club can offer.

Our behavior progression

1. Setting expectations clearly and early. This allows students to know what the limits are and engage with questions before the activity even begins.
2. Redirect to purposeful activity. If the behavior persists, have a private conversation and problem-solve with students.
3. Set clear guidelines, and make agreements with student about their behavior; this includes agreeing on potential consequences/outcomes for different choices as well as a clear timeline for improvement.
4. Check in with student on progress periodically.
5. If the behavior persists in a situation where these steps have been followed and we are still facing behavioral challenges, we will schedule a longer sit-down, possibly including a school administrator and would now focus on our escalated behavioral interventions.

First Intervention

When a student does not respond to redirection or continues to demonstrate the same problematic behaviors for safety or social situations, we will have a three way conversation between parents, teacher and student. Our goal in this conversation is to identify the behavior that is causing a disruption in the group, and to make an agreement with the student about expectations we have for being present in the program. This conversation may include steps that we can take to help them meet expectations, as well as ways that they are going to adjust behavior so they can continue to participate.

If a student continues to pose a danger or threat to themselves, other students, or our staff, their parent(s) will be asked to do a pick up in the field. Depending on behavior, this may be followed by an additional meeting with staff.

Second level of Intervention

Student misses a day of class. This may be called for when a student continues to demonstrate unsafe or disruptive behaviors despite parent conversations. This will also happen if a student cannot follow agreements made with parents and teacher(s). When students return they must be able to articulate how they are going to follow our guidelines for safety and participation. Example: "I should not have run away into the field. When I am frustrated I will take space where you can see me."

Third level of Intervention

If after multiple suspensions from school the student continues to exhibit behaviors that would result in further disciplinary actions (see above) the school reserves the right to expel students from The Jungle Club to maintain the integrity and safety of our programs. Depending on the severity of behavior, the student may be asked to not return to any Jungle Club or Bali Family Hangout programs.

Serious Misconduct

Some types of behavior violate our code of acting respectfully within the school community as well as to our spaces and tools. Serious misconduct will be immediately accelerated to an Intervention.

Some examples of serious misconduct include but are not limited to:

- Physical or emotional harm including abusive/ bullying language or intentional violence
- Messages either in person or electronically meant to harass or intimidate
- Racial, ethnic, or religious harassment
- Sexual harassment or any harassment or unwanted attention regarding any person's identified or perceived sex, orientation, gender or presentation
- Vandalizing the school or its property
- Stealing or intentionally damaging another's property
- Lying to a member of the staff or administration
- Intentional damage to technology present at school

Health & Hygiene Care Plan

Many communicable diseases can be prevented through appropriate hygiene and sanitation practices. Contamination of hands, toys, and other equipment in the classroom appears to play a role in the transmission of disease in childcare settings.

Illnesses may be spread by way of:

- Human waste, such as urine and feces
- Body fluids, such as saliva, nasal discharge, eye discharge, open skin sores, and blood
- Direct skin-to-skin contact
- Touching a contaminated object
- Air droplets that result from sneezes and coughs
- Since many infected people carry communicable diseases without symptoms, and many are contagious before they experience a symptom, caregivers need to protect themselves and the children they serve by carrying out, on a routine basis, sanitation procedures that approach every potential illness spreading condition in the same way. With this concern in mind, the following policies shall be implemented at The Jungle Club.

Do I have to keep my child at home when they are sick?

The short answer is yes. If your child has a fever, is vomiting, or shows signs of illness (coughing, runny nose that isn't clear), you should keep them away until symptoms clear up. In addition, if your child has a condition that is highly communicable (lice, pinworms, chicken pox, strep throat, hand foot and mouth, pink eye, etc.), please keep your child home and report the illness to your teacher. It is important to report these infectious conditions so that the parent community can be kept informed.

Infection Control

If a child becomes ill while at The Jungle Club, the child's parents will be called immediately to pick him/her up. The child will be moved away from the rest of the group and made comfortable until the parent arrives. If the child handled toys or other items in the classroom, the items will be sanitized to reduce the risk to other students. When performing tasks that involve body fluids, employees will adhere to the following procedures.

A child isolated due to suspected communicable disease shall be:

- Cared for in a portion of the room not being used.
- Within sight and hearing of an adult at all times.
- Observed carefully for worsening conditions.
- Discharged to parent, guardian, or person designated by the parent as soon as possible.
- Children will be readmitted after at least 24 hours of being free of fever and other symptoms. If they are not symptom free, a doctor's note will be required stating that the child is not contagious.
- Parents/Emergency Contacts of sick children need to have children picked up from the school within an hour of being contacted.

- In the event of a diagnosed communicable disease (i.e. chicken pox measles, etc.), the parents of the other children will be notified via whatsapp. It is requested that you parents inform staff if your child has been exposed to or contracts any communicable disease.

Cleaning & Sanitizing of Equipment

The Jungle Club staff shall complete regular cleaning and sanitizing of equipment, toys, and surfaces. Cleaning procedures will be conducted according to the timeline below and anytime a child contracts a communicable disease. Bleach solution in a spray bottle or bucket will be used.

Daily	Weekly	Bi-weekly
Counter tops & tabletops	Cubbies	Rugs
Floors (sweep or vacuum)	Toys	Pillows
Door and cabinet handles		Aprons
Trash		
Sinks		
Restrooms		

Hand washing

Staff must wash their hands:

- When arriving at school.
- Before preparing or serving any food or drink. After washing hands, it is important not to touch anything (such as a child, chair, doorknob, etc.) before handling food.
- After handling animals.
- When hands are dirty.
- Before administering medication.
- Before and after giving first aid (when appropriate).
- After using the restroom.
- After contact with a child's bodily fluids, including blood, vomit, sputum, and mucus.

Children must wash their hands:

- When arriving at school.
- Before eating.
- After using the restroom.
- After sneezing or blowing the nose.
- After playground activities.
- After handling animals.
- When hands appear to be dirty.

Children will be taught the correct hand washing technique as described below, including when and how to wash and dry hands (staff demonstrating correct techniques). Each child's hand washing technique will be observed and corrected as necessary.

How hands should be washed:

- Wet both hands.
- Apply a small amount of liquid soap.
- Rub your hands together for at least fifteen (15) seconds to work up a good lather.
- Be sure to wash between your fingers, under your nails, and over all hand surfaces from the tips of the nails to beyond the wrists.
- Rinse hands well under a stream of running water.
- Dry your hands well with a towel
- Consider the use of hand lotion to prevent chapped and cracked skin.

Safety, Emergencies, Accidents

The primary concern of faculty, staff and volunteers is to ensure children are safe when in our care. Children will be supervised at all times by a teacher, volunteer or other qualified adult. Staff will carry a phone at all times should an emergency arise.

Fire and Emergency drills are held twice a year. A safety evacuation plan is posted in each classroom.

In the case of a major emergency or accident, parents will be notified immediately by the child's teacher and/or the school Director. If the parent cannot be reached, other emergency contacts will be called until someone is reached. If the accident is severe or seems life-threatening, emergency medical care will be called before notifying parents. Staff will follow the written directives of parents regarding transportation, hospitalization, or notification of the physician.

Incident Reports

An incident report will be completed anytime an accident occurs at The Jungle Club. The staff member who attended to the sick or hurt child will be responsible for completing the report.

General Information & FAQ



Does my child have to be independent in the washroom?

It is strongly encouraged that children are able to complete all bathroom steps themselves, including wiping. In the event of an accident or an emergency, teachers and assistants will help your child. Please practice with your child over to ensure that they are ready for tackling bathroom visits on their own. If you know your child is prone to accidents, please let the teacher know so they can help your child with body awareness. In addition, please provide multiple sets of extra clothes so there is always a clean change of clothes.

Can my child bring toys/stuffies to school?

Children are encouraged to leave toys and additional belongings at home. Teachers suggest that toys be kept at home to prevent conflict between students and to ensure that special items are not lost or broken. There will be more leniency on this at the start of the year if children need a comfort item. The goal, as they gain comfort, is to wean them off this support. Toys are often a distraction in the classroom and teachers reserve the right to hold onto an item until pick-up if this is the case. If a child has a special item s/he wishes to share at school, please make arrangements ahead of time with the teacher. Each child will be provided with a cubby to store his/her belongings at school.

Is there nap time in The Jungle Club?

There is no time set aside for resting/sleeping during the day. However, if children feel exceptionally tired, there is always the option of resting or doing quiet activities such as reading. If your child is still taking a daily nap, try to phase it out before class starts so that your child is ready to tackle a full day of active learning.

Attending Kindergarten

Regular attendance and punctuality are important for children to gain the maximum benefit from our program and to feel like a full member of the community. Children will learn that it is “their job” and that they have something important to do. Consistent attendance is necessary for the learning process to be effective.

That said, we also recognize the value and importance of family learning experiences. Parents are ultimately responsible for ensuring their children are receiving the full hours throughout the year. Teachers will track student attendance. In order to assist with planning, parents are requested to let teachers know of planned absences ahead of time and of illnesses or other changes of plans as soon as possible. It is also helpful to know if you are running late. Please make every effort to arrive on time as it helps your child’s day begin smoothly when they can start their routine with the other children. If you are having difficulty with your morning routine, please reach out to your child’s teacher

How will I learn about my child's progress in school?

A report of progress is prepared two times a year – at the end of each semester. Parent/Teacher Conferences are scheduled during the end of each semester. Other conferences, either at your request or at the teacher's request, may be scheduled at a time that is convenient throughout the school year.

Lost and Found

There is a lost and found bin in our playground and classroom. The Jungle Club and Bali Family Hangout also has a general lost and found for items found on the trails. It can be accessed by request at the Information Desk in the Receptionist.

This document was prepared by The Jungle Club in cooperation with teachers and parents.



THE JUNGLE CLUB
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